NUIT Tech Talk: New WebMail Preview

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Agenda

• WebMail transition
• What’s new and different
• Tips and tricks for effective use
• Important information
Benefits of Change

Stability:
- New WebMail is more stable and provides greater functionality to the NU community

New features supported include:
- HTML composition, enhanced NU directory lookup, UTF-8 characters available, built-in mail server selection, faster load times
WebMail Transition

• Transition occurs March 29
• User should:
  – Not have to do anything
  – NUIT has converted existing WebMail address books to be used within new WebMail
  – All existing WebMail links will be changed to point to new WebMail location
What’s New and Different

• New look and feel
  – Log-in screen
  – Top and left navigation bars
  – Inbox view
  – Sending mail
  – Sending attachments
  – Address book
WebMail Log in

http://webmail.northwestern.edu

• Automated Mail Server Selection
• One log in page for entire NU community
# WebMail Main

The image shows the main screen of Northwestern University's WebMail system. The screen is divided into several sections:

- **Inbox:** Displays a list of messages with columns for **Sender**, **Date**, **Subject**, and **Read** status.
  - **Email Messages:**
    - **Date:** 12/21/2006
    - **From:** email-accounts@northwestern.edu
    - **Subject:** Test
  - **Date:** 12/20/2006
    - **From:** email-accounts@northwestern.edu
    - **Subject:** Test
  - **Date:** 12/20/2006
    - **From:** email-accounts@northwestern.edu
    - **Subject:** Attachment Test
  - **Date:** 12/13/2006
    - **From:** email-accounts@northwestern.edu
    - **Subject:**
  - **Date:** 12/07/2006
    - **From:** news@northwestern.edu
    - **Subject:** NewsWire - Dec. 7, 2006
  - **Date:** 12/07/2006
    - **From:** uilovocha@northwestern.edu
    - **Subject:** Purchasing Resource Services' Info Session
  - **Date:** 12/05/2006
    - **From:** announcements@northwestern.edu
    - **Subject:** Northwestern University HR Review Newsletter
  - **Date:** 12/05/2006
    - **From:** training@northwestern.edu
    - **Subject:** New NU Training & Development Offerings This Winter
  - **Date:** 12/05/2006
    - **From:** projectcafe@northwestern.edu
    - **Subject:**
  - **Date:** 12/01/2006
    - **From:** training@northwestern.edu
    - **Subject:** Nominations for NU Employee of the Year Awards

- **Unread/Read:** Options to mark messages as unread or read.

- **Filters:** Buttons for filtering messages by sender, receiver, and subject.

The interface includes options for **Move**, **Copy**, and **Delete** actions, as well as help and log out buttons.
WebMail Navigation

Application Menu

Sidebar
Sending WebMail

- Standard WebMail Look & Feel
Sending Attachments

- 5MB Maximum per attachment size
- 10MB Maximum e-mail size
Address Book

- Add New Contact
- Search NU Directory
- Import/Export
Live Demonstration
Tips & Tricks

• Adding contacts
• NU Directory look-up
• Message storage options
• Deleting Mail for POP users
  – Use purge option
• Establishing folders for IMAP users
  – All users default to POP, IMAP users will need to change protocol to IMAP
1. Select Options button
2. Select Server and Folder Info
3. Change to IMAP Protocol
4. Press Save
5. Log-out and then back in
6. Users should now have “Folders” button
Important Information

• WebMail URL
  – http://webmail.northwestern.edu

• Session timeouts: 1 hour
  – Close browser window when done with WebMail

• User quota
  – IMAP (50MB) / POP (50MB) Size

• Quick Reference
Contact Information

847-491-HELP (4357)

or

consultant@northwestern.edu
Visit the NUIT Web Site!

www.it.northwestern.edu
Upcoming Tech Talks

March 7: Protecting Privacy: Safe Disposal of Computers and Information
April 11: Spring Cleaning: Keep Your Computer in Great Shape
May 23: Stay Connected & Secure All Summer Long

Same location, Noon – 1 p.m.